



# ACCOUNTANT, SENIOR - AVIATION FINANCE DIVISION

**SALARY:** \$55,873.38 - \$89,174.31 Annually

**OPENING DATE:** 08/24/17

**CLOSING DATE:** 09/08/17 05:00 PM

## **REQUIREMENTS AND PREFERENCES:**

**The Broward County Board of County Commissioners is seeking qualified candidates for the position of Accountant, Senior - Aviation Department.**

The Broward County Aviation Department which operates the Fort Lauderdale-Hollywood International Airport and North Perry Airport is seeking a dynamic experienced Accountant, Senior to assist in the Finance Division's Capital Projects Section. The successful incumbent will help maintain accounting and financial management oversight of major multi-million dollar capital projects. Responsibilities include assisting with compliance with federal, state, and local government policies and procedures, periodic report preparation for project managers, reporting of five year plan expenditures, quarterly and annual financial reporting, audit reports, and the Department's day to day capital financial issues.

All Aviation Department employees must possess the ability to interact courteously with the public, Airport vendors, contractors and fellow employees to maintain a professional work atmosphere by acting and communicating in a manner that promotes a positive work environment.

### **Minimum Education and Experience Requirements:**

- Requires a Bachelor's degree from an accredited college or university with major coursework in Accounting or Finance or closely related field.
- Requires two (2) years professional level accounting, finance or related field.
- Requires six (6) months of lead/supervisory experience depending on area of assignment.

### **Special Certifications and Licenses:**

Must possess a valid Florida Driver's License with authority to drive a county vehicle for the duration of appointment.

### **Preferences:**

Join our TEAM! Apply today at <http://www.broward.org/careers>



- Certified Fraud Examiner (CFE)
- Certified Management Accountant (CMA)
- Certified Public Accountant (CPA) or equivalent
- Airport Certification
- Masters in Finance, Accounting, Business Administration or related field
- Advanced Excel skills
- PeopleSoft experience
- Grant Management experience
- Construction Contract experience
- Passenger Facility Charges (PFC) Applications experience
- Fixed Assets
- Budgeting and Forecasting
- Purchasing experience

### **Additional Information**

All candidates must complete an extensive ten (10) year work history verification and criminal background check, including fingerprinting and all other information as required by the Federal Aviation Administration. \* Post-offer physical examination including drug testing. \* Ability to maintain authorization to drive a County vehicle. \* Ability to obtain and maintain a Security Identification Display Area (SIDA) Badge. \* The Aviation Department operates under a Drug-Free Workplace Policy in compliance with the provisions of the Federal Drug-Free Workplace Act of 1988.

### **DUTIES AND RESPONSIBILITIES:**

**The incumbent will be responsible for:**

- Recording all activities related to fixed assets, including entries for depreciation, asset additions and deletions, and annual equipment inventories.
- Monitoring project costs into fixed asset accounts and closing out those accounts once the related projects have been completed.
- Preparing monthly balance sheet account reconciliations.
- Coordinating the preparation and submission of the annual capital projects budget and five-year plan.
- Ensuring compliance with Federal, State, Local government, and Airport Improvement Program policies and procedures.
- Periodic report preparation for project managers, quarterly and annual financial reporting, and audit reports.
- The Aviation department's day to day capital financial issues.
- Other responsibilities may include approving of journal entries, budget transfers.

The successful candidate must have excellent accounting, analytical, and reconciliation skills. Previous fixed asset experience is highly desirable.

Join our TEAM! Apply today at <http://www.broward.org/careers>



**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the job as necessary.**

Processes/records financial transactions and provides information for sound decision making, including reviewing/approving various accounting, budget, and procurement documents such as journal vouchers, cash receipts, budget transfers, and purchase documents.

Reconciles and monitors revenues and expenses of various accounts, prepares financial reports and statements, including progress and expenditure reports, schedules, and single audit reporting for State and Federal programs.

Assigns, reviews, and approves the work of support and professional staff, including reviewing and approving payroll, purchasing documents and vendor invoices and resolving payment issues with vendors to ensure accurate and timely disbursements.

Prepares Comprehensive Annual Financial Report and State of Florida Annual Financial Report, including providing variance analysis, reports, and documentation and meeting with external auditors during the audit of the financial statements.

Maintains general ledgers for the Capital Projects Funds through the preparation and review of journal entries/divisional billing and supporting documentation for all entries prepared by other agencies that are over \$100,000 to ensure the ledgers for the Capital Project Funds are balanced.

Creates and updates desk side manuals, procedures and guidelines for the various Cash Handling and Revenue Collecting processes.

Performs related work as assigned.

## **WORK ENVIRONMENT:**

### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light work that involves sitting most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office equipment within moderate tolerances or limits of accuracy.

### **Unavoidable Hazards (Work Environment)**

Join our TEAM! Apply today at <http://www.broward.org/careers>



*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

**SPECIAL INFORMATION:**

**Americans with Disabilities Act (ADA) Compliance:**

Broward County is an Equal Opportunity Employer. The ADA requires Broward County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Emergency Management Responsibilities:**

During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

**County-wide Employee Responsibilities:**

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

---

BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES  
APPLICATIONS MAY BE FILED ONLINE AT <http://www.broward.org/careers>

---

Join our TEAM! Apply today at <http://www.broward.org/careers>